
Washington SAR Administrative Procedures



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INTRODUCTION

The policies and procedures included or referenced in this manual apply to all Washington State Society of the Sons of the American Revolution (“WASHINGTON SAR”) members unless specifically stated otherwise in each policy and/or procedure.

The purpose of this manual is to establish and maintain a uniform system for managing the affairs of the WASHINGTON SAR in compliance with the SAR Handbook, SAR By-laws, and the By-laws of the Washington Society of the SAR.

PART 1 Fees and Dues Table

	NSSAR Application Fee Note (6)	NSSAR Annual Dues	WASHINGT ON SAR Application Fee Note (6)	WASHIN GTON SAR Annual Dues	WASHIN GTON SAR Process Fee	Total Payable
Regular Membership (age 18 or older)	\$80	\$35	\$30	\$20	---	Note (1) Note (11) Note (13)
Family Membership Note (3)	\$30	\$35	\$25	\$20	---	Note (1)
Son or Related Person in SAR (age 18-25) Note (7)	\$30	\$35	---	---	---	Note (1)
Junior Membership (age under 18) Note (2)	\$30	\$5	---	---	---	\$35
CAR Transfer Membership (age 18 - 22) Note (4)	---	\$35	---	\$20	---	\$50 Note (1)
Supplemental Lineage Application	\$60	---	\$10	---	---	\$70 Note (1)
Reinstatement of Membership	---	\$35	---	\$20	\$5	\$60
Memorial Membership	\$80	\$35 Note (10)	\$30	---	---	\$145 Note (1)
Record Copy * electronic copy # mail or fax copy	* \$10 # \$15	---	---	---	---	* \$10 # \$15
State Dual Membership Note (5)	---	---	---	\$20	---	\$20
NSSAR Life Membership Note (8)	---	---	---	\$20	---	\$20
WASHINGTON SAR Life Membership (no longer available)	---	---	---	---	---	---

Fees and Dues Table Notes

1. The applicant will provide two checks with the application: one payable to the “NSSAR Treasurer General” and the other payable to the “WASHINGTON SAR Treasurer” for applicable fees and dues. The Registrar will review the application and sign when ready for submission to National.
2. Rules for Junior Memberships:
 - a. The National SAR fees and dues are \$85 if establishing a new lineage or the ancestor has not been documented or approved through the SAR, DAR, or CAR.
 - b. Fees and dues shown apply when using a lineage which has been accepted by the SAR or DAR.
 - c. The same fees and dues apply to a current active member of the CAR who is becoming a Junior member of the SAR and completing his SAR application, supplying his birth certificate and a copy of his Member of Good Standing card.
3. Rules for Family Memberships:
 - a. Reserved for two or more individuals.
 - b. Each individual application in the family is complete within itself.
 - c. All applications must be submitted together as a family.
 - d. All family applicants must have a common lineage to the same Revolutionary War ancestor.
 - e. The full “Regular Membership” fees and dues must be paid by the lead applicant in the family.
 - f. Each additional family application (18 or over) pays per the above table under Family Membership.
 - g. Each additional family application (under 18) pays per the above table under Junior Membership.
4. Applicant must present a valid CAR Transfer card, a birth certificate, a record copy of his CAR application and a new SAR application.
5. National SAR annual dues are collected by the member’s primary State SAR. The State Society Dual Member pays State dues. He has all the rights of a regular member and can hold offices in either or both State Societies at the same time but cannot be a voting representative of both State Societies at the same Regional or National meeting.
6. Application fees are non-refundable.
7. A son, grandson, brother, nephew or grand-nephew of someone who is or was a member of the SAR, DAR or CAR, if you use the same lineage for your membership and reference the application of the member or former member. The applicant must be over 18 years of age and under 25 years of age.
8. The National SAR offers a Life Membership based on a rate that depends on age. Refer to the National SAR Life Membership application for cost.

9. The Secretary is authorized to update the Fees and Dues Table without further Board action.
10. A one-time fee replaces annual dues for a SAR Memorial Membership; there are no annual dues.
11. WASHINGTON SAR splits the \$20 new member annual dues with the applicable chapter by deducting it from the next chapter's annual dues payment.
12. A person who purchased a WASHINGTON SAR life membership prior to January 15, 2005 who has not resigned or been suspended or expelled, and whose National SAR dues are not current, shall be designated a Life Member Non-Participating, and shall be entitled to attend meetings and electronically receive all communications to members.
13. \$5 from the annual membership fee will be used to fund the Annual Conference.

PART 2 JOB DESCRIPTIONS

1. President.
 - a. The President presides at all Member and Board meetings and prepares the meeting agenda. He will ensure WASHINGTON SAR Bylaws, other Board directives or policies, do not violate National SAR Bylaws. He directs the annual Nominating Committee to be activated. He submits to the Board, delegates for the annual National SAR Congresses for the Board's approval. He shall attend the National SAR Congress and if possible, the Vice President should attend. The President will attend a meeting of each WASHINGTON SAR Chapter at least once yearly. He is authorized to sign WASHINGTON SAR disbursement checks for financial obligations. He is the WASHINGTON SAR representative at public meetings, interviews, etc.
 - b. The President, not later than December 15 of each year, will appoint two members in good standing to audit the WASHINGTON SAR financial records of the Treasurer and the transactions of the Endowment Fund. One of the two appointees should be an accountant or have a strong accounting background. The Treasurer will be present at the time of the audit.. The auditor's report will be presented to the Board at the first regular board meeting after the January meeting.
2. Vice President.
 - a. The Vice President assists the President in his duties, and performs other tasks assigned to him by the President.

- b. He works with the Membership and Chapter Support Committees in forming new Chapters.
- c. He is authorized to sign WASHINGTON SAR disbursements checks for financial obligations.

3. Secretary.

- a. The Secretary has charge of the WASHINGTON SAR seal and the certificate of incorporation. He maintains files on all correspondence received and dispatched. He prepares outgoing correspondence for the name and signature of the President. He ensures the National SAR receives required reports in a timely manner and complies with their reporting procedures.
- b. The Secretary, under direction of the President, gives due notice to all elected officers of any orders, resolutions, and proceedings of WASASAR affecting them or pertaining to their respective duties. He assists the President in the preparation, publishing, and distribution of the agenda for each Board Meeting. He records minutes of all Board Meetings. He collects and records the current dues from WASHINGTON SAR Chapters and forwards the money to the Treasurer. He is responsible for submitting the annual reconciliation report to the National SAR reflecting membership status. He submits information of interest to all members to the Editor of the Newsletter for publication. He performs such other duties as directed by the President or as required by the WASHINGTON SAR, Pacific District SAR, and National SAR bylaws.
- c. The Secretary receives the approved applications from National, he:
 - i. Assigns a State membership number
 - ii. Enters the members information in the membership Book
 - iii. Signs the members Certificate
 - iv. Sends an e-mail of notification to the Society President, Society Registrar, Chapter Secretary and Chapter Registrar.
 - v. Enters the Approved application digitally into the Society files
 - vi. Mails the Approved packages to the Society President with mailing labels for the appropriate Chapters.
- d. The annual dues collection will be conducted beginning in September and concluding on 31 December of each year. Chapters will receive their membership book with the following codes for dues collection.
 - i. 1. Most members
 - ii. 2. Junior Members
 - iii. 3. Members with National life and Washington Life options 2, Emeritus members
 - iv. 4. Members with Dual membership who pay National dues in another Society and have WL Option 2, members with Dual Chapter membership.
 - v. 5. National Life member (must have National Life number)

- vi. 6. A member with WL option 3 (there is only one of these remaining)
 - vii. 7. A member that is a Dual Chapter member and has paid Washington State dues in another Chapter.
 - viii. 8. New members that are dues exempt are those approved, transferred or reinstated after 1 September of the year. This is a national Policy. I do not include these members on the dues collection spreadsheet we will keep the code as a reserve, but I do not need to use it now.
 - ix. 9. I do not include deceased members in the due collection spreadsheet, this code would be a change to the spreadsheet if the deceased member is reported between 1 Sep and 31 Dec of the year.
 - x. All changes to the supplied spreadsheet must be approved by the Society Secretary.
- e. The Secretary compiles and distributes to Chapter Secretaries, their segment of the Membership Book of active WASHINGTON SAR members. The Membership book will be provided at the completion of Reconciliation and in June.
 - f. The Secretary will maintain a list of Society Officers and distribute that list whenever it is updated.

4. Treasurer.

- a. The Treasurer receives all WASHINGTON SAR money and deposits it as directed by the Board. The Treasurer will present a current financial report at each Board Meeting. All disbursements will be by check, as requested by the Secretary or the President. The Treasurer, President and Vice President are the only members authorized to sign WASHINGTON SAR checks. Neither the Treasurer nor the President is required to be bonded.
- b. The Treasurer is Chairman of the Budget Committee, consisting of the President, Vice President, Secretary, Endowment Fund Director, and Treasurer. This committee prepares a proposed budget for the year, to be presented to the Board of Directors at the Annual Meeting, or at the first Board meeting of the fiscal year. The proposed budget will be sent by letter or e-mail to all members of the Board 7 days prior to the Annual Meeting.
- c. The WASHINGTON SAR Endowment Fund, established in March 2002, is to be used for expenditures authorized by the Board of Directors. The principle amount invested is untouchable and will not be withdrawn to meet financial obligations. Contributions to the fund should be made to the Treasurer. Contributions to this fund are tax deductible.
- d. The Treasurer is responsible to file federal Form 990 (Return of Organization Exempt from Income Tax) required by the US Internal Revenue Service, every year before the 15th day of the fifth month after the WASHINGTON SAR fiscal year ends and any form required by the State of Washington.
- e. The Treasurer will disburse membership expenses as follows:

- i. Expenses that are listed as a line item in the annual budget shall be considered pre-approved by the Board of Directors and can be reimbursed without additional approval provided that the expenses are not extraordinary high. Extraordinary high shall mean the total new and previous expenses for the line item will exceed the budgeted amount by more than \$500.
- ii. Extraordinary high expenses and expenses that are not listed as a line item in the annual budget shall require prior Board of Director approval before they can be reimbursed.
- iii. Many line items in the budget are for projects and programs of the WASSAR. Expenses charged to these line items need the prior approval of the appointed chairman for these projects or programs before the Treasurer pays the member a reimbursement for his expense.

5. Registrar.

The Registrar receives the SAR application proof packet from each Chapter Registrar/Genealogist, after they have completed the electronic SAR application. The Registrar reviews the electronic application and proof packet for conformance to National SAR requirements. When the proof packet and electronic application are deemed ready for submission to National, the Registrar will request a signed application and checks, one payable to the "NSSAR Treasurer General" and the other payable to the "WASHINGTON SAR Treasurer," from the Chapter Registrar/Genealogist. The Registrar ensures that his signature and the Secretary's signature are on the application and sends the application, proof packet, and NSSAR check to National. The Registrar mails the WASHINGTON SAR checks to the Treasurer every month.

6. Historian.

The Historian is custodian of the WASHINGTON SAR archives, responsible for preserving and maintaining all WASHINGTON SAR hard copy documents and artifacts which have been determined pertinent to the history of the WASHINGTON SAR, including, but not limited to: Board of Directors meeting minutes, membership and officer rosters, bylaw amendments, correspondence, officer reports, SAR newsletters, patriot ancestor biographies, member deaths and obituaries, event participation photographs, submitted chapter records, SAR and DAR magazines, books, WASHINGTON SAR awards, medals, and National SAR congress items.

7. Chaplain.

The Chaplain performs the invocation and benediction at Board of Directors meetings. He coordinates religious matters with Chaplains of the WASHINGTON SAR Chapters. He expresses sympathy to family members of a deceased WASHINGTON SAR Compatriot, either in person, or by letter or card.

8. Editor of the Newsletter.

- a. The President appoints the Editor of the newsletter, subject to the Board of Directors' approval.
- b. The Editor prepares a WASHINGTON SAR publication twice a year and distributes it to the WASHINGTON SAR membership in such a manner as financing will support. It is the form for disseminating information to the membership, especially when a Chapter does not have a newsletter.
- c. Newsletter content should be informative and have interest, covering past and future WASHINGTON SAR activities and programs, all regular and special Board of Directors meetings, Board of Directors officer reports, Color Guard activities, chapter activities (submitted by Chapter Presidents, Chapter Historians, or Chapter Presidential appointees), important Pacific District SAR and National SAR activities, member submissions (historic events, patriot ancestor's interest and activities), guest submissions (DAR, CAR, Ladies Auxiliary), names of new members, and member deaths.
- d. Each issue will be submitted to the National SAR Newsletter Chairman to be considered for the SAR Jennings H. Flathers award.

PART 3

Investment Guidelines

1. Allowable Assets

- a. Cash Equivalents
- b. Treasury Bills
- c. Money Market Funds
- d. Commercial Paper
- e. Banker's Acceptances
- f. Certificates of Deposit

2. Fixed-Income Securities

- a. U.S. Government and Agency Securities
- b. Corporate Notes and Bonds
- c. Mortgage Backed Bonds
- d. Preferred Stock

3. Equity Securities

- a. Common Stocks

- b. Convertible Notes and Bonds
- c. Convertible Preferred Stocks
- d. American Depository Receipts (ADRs) of non-US companies
- e. Stocks of non-US companies (ordinary shares)
- f. REITS

4. Mutual Funds that invest in securities as allowed in this statement. Any selected Mutual Funds shall be pooled investment vehicles, such as a publicly traded open or closed end mutual fund, providing daily asset valuations. The following criteria will be used for the selection and retention of any pooled common investment vehicles:

- a. The fund will have an investment track record of no less than three years.
- b. The fund's average annualized returns net of fund level expenses, over a three-year time period or more, will be no less than 20% below the average returns for equivalent pooled-investment vehicles sharing the same investment objective.
- c. The fund will incur investment risk no more than 20% above that incurred by publicly traded funds with the same investment objective, as measured by the fund's standard deviation.

The Advisor will periodically review the performance of each Mutual fund, not less than annually. Each fund's total returns will be compared against the average returns for equivalent pooled-investment vehicles sharing the same investment objectives for the previous one, three, five and ten-year periods.

In the event any selected fund underperforms the applicable averages for a period of three years, the selected fund will be placed on probation for the subsequent 12 months. If over this period the fund's average return for the applicable three-year period remains below that earned by the average equivalent pooled investment vehicle sharing the same investment objective, the Advisor will make a determination as to whether the fund continues to be a prudent and appropriate investment.

The relative risk of the selected investment vehicle will also be reviewed periodically, but not less than annually, as measured by the fund's standard deviation, over the most recent one, three, five and 10-year periods. The fund's relative risk is to be calculated by independent fund evaluation services such as Lipper Analytical Services, Inc. or Morningstar, Inc.

In the event the level of risk assumed by the fund exceeds that incurred by the average for equivalent pooled-investment vehicles sharing the same investment objectives by more than 20% over the previous three-year period, the Advisor will make a determination as to whether the fund continues to be a prudent and appropriate investment.

Stock Exchanges

To ensure marketability and liquidity, investment advisors will execute equity transactions through established exchanges such as: New York Stock Exchange; American Stock Exchange; and NASDAQ over-the-counter market. In the event an Investment Manager determines there is a benefit or a need to execute transactions in exchanges, other than those listed in this statement, written approval is required from the Board of Management.

Prohibited Assets

Prohibited investments include, but are not limited to, the following:

- a. Real Estate Properties
- b. Hedge Funds
- c. Private Placements
- d. Venture-Capital Investments
- e. Limited Partnerships

Restrictions on specific prohibited assets may be removed by approval of the Board of Directors. For direct real estate investments, the value of the investment fund should exceed \$2,000,000. For hedge funds, private placements, venture capital and limited partnerships the value of the investment fund should exceed \$3,500,000.

Prohibited Transactions

Prohibited transactions include, but are not limited to the following:

- a. Short Selling
- b. Margin Transactions
- c. Uncovered Options, Commodities and Futures Contracts

Asset Allocation Guidelines

Investment of WASHINGTON SAR assets, other than those being held in reserve for disbursement, shall be in accordance with the following asset-allocation guidelines:

Asset Class	Minimum	Maximum	Preferred
US Stocks (funds)	40%	70%	50%
Foreign Stocks	0%	25%	15%

Real Estate	0%	0%	0%
Venture Capital	0%	0%	0%
Fixed Income	10%	40%	30%
Cash and Equivalents	5%	15%	5%

The Board of Directors may employ investments or investment managers whose investment disciplines require investment outside the established asset allocation guidelines. However, taken as a component of the aggregate Fund, such disciplines must fit within the overall asset allocation guidelines established in this statement. Such investments or investment managers will be controlled by written direction from the Board of Directors regarding specific objectives and guidelines.

In the event that the above aggregate asset-allocation guidelines are violated, for reasons including but not limited to market-price fluctuations, the Board of Directors, through the investment advisor, will instruct the Investment Manager(s) to bring the portfolio(s) into compliance with these guidelines as promptly and prudently as possible. In the event that any individual Investment Manager's portfolio is in violation with its specific guidelines, for reasons including but not limited to market-price fluctuations, the Board of Directors expects the Investment Manager will bring the portfolio into compliance with these guidelines as promptly and prudently as possible without instruction from the Board of Directors.

Diversification and Asset Class Selection

In order to achieve a prudent level of portfolio diversification the fund should invest in at least three broad asset classes, including Equities, Fixed Income and Cash. Additionally, the securities of any one issuer, other than the US Government's, should not exceed 5% of the total fund, and no more than 20% of the total fund should be invested in any one industry.

Disposition of Gifts

Gifts other than cash will be liquidated and combined with other invested funds, unless an exception is granted in writing.

PART 4

Assistants to Officers and Chairmen

Officers, chairmen, and others may delegate portions of their WASHINGTON SAR duties to other members and non-members as they deem appropriate, while retaining full responsibility for the performance of all duties so delegated; provided, this provision shall not be construed to permit proxy voting by assistants.

PART 5

Meeting Definitions

1. Electronic meeting is a meeting in which the majority of attendees is, or is expected to, participate by electronic communications media by which all attending members may simultaneously communicate with each other and participate during the meeting.
2. Physical meeting is a meeting in which all attendees are physically present in the same physical location.
3. Hybrid meeting is a meeting in which at least one attendee is participating without being in the same physical location as the chair and in which at least two attendees are in the same physical location.
4. Members refer to those entitled to attend a meeting, either physically or electronically, regardless of whether they are entitled to vote at the meeting.
5. Voters refer to members attending a meeting at which they also have a right to vote.
6. Attend means to participate in a meeting either by being in person physically or by participating electronically. There shall be no distinction in calculating a quorum or votes between those attending by either means. All participating are considered to be attending.
7. Chair refers to the person presiding and conducting a meeting.
8. Communication Coordinator is the person appointed by the chair to arrange for, manage, and monitor the equipment and facilities necessary for electronic meetings.
9. Electronic communication includes, but is not limited to; telephone conference calls, Internet video conferencing, Internet conference meetings and chat rooms; provided that, except for TTY communications, it shall not include any method which requires the relay of communications through another person. All must be able to communicate simultaneously.
10. Calls to Meetings. Unless otherwise stated in the call for a meeting, all meetings shall be considered hybrid meetings (thus permitting electronic communication). The call for a meeting may specify and limit the meeting to a physical meeting (thus prohibiting electronic participation) ONLY if 30 days' notice is given to all members AND less than one-third of the potential voters, no less than ten days before the meeting, object to it being limited to a physical meeting. After that 10-day deadline, a physical meeting may not be re-designated as a hybrid or electronic meeting.

PART 6 COMMITTEES

1. Budget Committee.

The Budget Committee consists of the WASHINGTON SAR Treasurer, the President, Vice President, with the Treasurer serving as Chairman. This committee prepares the annual budget for action by the Board of Directors.

2. Financial Review Committee.

The President appoints the Financial Review Committee, subject to the Board of Directors' approval. This committee consists of three persons, of which the Treasurer, to annually review the financial books. This review shall also be done when the Treasurer leaves office between elections.

3. Nominating Committee.

The President appoints the Nominating Committee consisting of two Directors named by the Board, one of whom is named as the Chairman, plus one representative from each Chapter named by the Chapter. The Nominating Committee complies with WASHINGTON SAR Bylaw Article 6. The Committee presents a slate of nominees, all of whom have agreed to serve in the positions for which they are nominated, first to the Board of Directors, and then to the WASHINGTON SAR general membership at its annual membership meeting. The Chairman, or other Committee member, will place in nomination the names of the nominees for the offices to be filled by election for the following year, and deliver a copy of the Committee Report to the Secretary.

All nominees will prepare a no more than one-page paper telling about themselves and their SAR history. Some information would be occupation, both actual and preretirement. When joined SAR, offices held and experience, etc. These statements will be compiled by the Secretary and sent out to all members along with the call to the General Membership Meeting, any proposed Bylaw changes, and the Nominating Committee's report. Each nominee for contested positions is allowed to speak for two minutes at the Annual General Meeting about why they think they should be elected.

4. Color Guard Committee.

- a. The President appoints the WASHINGTON SAR Color Guard Commander, subject to the Board of Directors' approval.
- b. The Color Guard Commander is chairman of the Color Guard Committee, and also commands the Color Guard whenever assembled for events or activities. He writes and disseminates the WASHINGTON SAR Color Guard Standing Operating Procedure. The Color Guard Commander may appoint one or more Vice Commanders. Chapter Color Guard Captains are appointed by Chapter Presidents.

- c. The Color Guard Committee consists of the Chapter Color Guard Captains, and compatriots selected by the Color Guard Commander and approved by the President. Members of this Committee may be uniformed but are not required to be uniformed. The purpose of the Color Guard Committee is to promote, publicize, and support Color Guard events and activities.
- d. The WASHINGTON SAR and Chapter Color Guard consists of compatriots who come to SAR meetings and events properly uniformed as either Continental Soldiers or Militiamen or attired as Revolutionary-era clergyman. All color guardsmen in Washington are members of the WASHINGTON SAR Color Guard, and may serve at Chapter, State, District and National events.
- e. The WASHINGTON SAR Color Guard is an historically correct ceremonial and living history group whose purpose is to teach the American people the history and ideals of the American Revolution. These men seek to promote the SAR objectives of history, patriotism and education. The WASHINGTON SAR Color Guard is available for parades, ceremonial functions, living history events, school lectures, and other patriotic events.
- f. The WASHINGTON SAR and Chapter Color Guard operate in accordance with the National SAR Color Guard Handbook and the WASHINGTON SAR Color Guard Standing Operating Procedure (SOP). This SOP details certain procedures to help organize, coordinate, and assist Color Guard members perform at public events, and will be in accord with the National SAR Color Guard Handbook.
- g. General Duties of the Color Guard Commander.
 - i. The Color Guard Commander is Custodian of all WASHINGTON SAR colors, flags, banners, bunting, drapes, and other accoutrements that may be received by or assigned to the Color Guard. He maintains a written inventory of these items and their storage location and presents this inventory to the WASHINGTON SAR Board of Directors at the annual meeting. He will cause the collection of colors, flags, banners, bunting, drapes and accoutrements to be maintained in excellent condition and available for public display.
 - ii. He manages and submits the budget for color guard flags, banners, equipment, their maintenance and recruiting materials. This includes donations of such color guard items and monies as may be received in due course.
 - iii. He compiles and disseminates the official Calendar of Events for the WASHINGTON SAR Color Guard for approval by the WASHINGTON SAR President. He is alert to additional opportunities for participation in State and community events as they occur. He assists and supports all Chapter Color Guard events and activities whenever possible.

- iv. He will inspect all firearm used by members in parades and ensure that they are inoperable by removing all Flints prior to being carried by parade participants.
 - v. He maintains the annual service record of attendance on the National SAR Color Guard Reporting Form for each Color Guard member's participation at official State events. Members are responsible for reporting their service to the Color Guard Commander. Chapter Color Guard Captains maintain their own Chapter members' service records.
 - vi. He prepares a semi-annual and an annual report of activities for submission to meetings of the Board of Directors. Chapter Color Guardsmen and individuals performing ceremonial duty in period uniform are requested to frequently report their activities for inclusion in these committee reports.
- h. Color Guard Medals will be awarded to members who meet the criteria established in the National SAR Color Guard Handbook. The WASHINGTON SAR will employ the Events System; for example, National SAR states, *"To earn a SAR Bronze Color Guard Medal, a Color Guardsman must participate in at least 50% of the scheduled Color Guard activities for his State and/or Chapter in each of three years, which do not need to be continuous. A year shall be any period of twelve consecutive months."* Color Guard Committee members will be awarded an appropriate certificate of service for each year of honorable service, awarded by the Color Guard Commander.
 - i. Color Guard funds appropriated by the Board of Directors, and those funds collected by the Color Guard itself, may be used for Color Guard needs when approved by a majority vote of the Chairman (Commander) and the Chapter Color Guard Captains. Voting may be done by telephone or e-mail message with approval requiring a majority vote. All Captains must be contacted, and their vote received by the Chairman within five days of the date of the telephone message or e-mail message.

5. Veterans Services Committee.

- a. The President appoints the Veterans Services Committee Chairman, subject to the Board of Directors' approval.
- b. This Committee coordinates and fosters support of veterans at the Chapter and WASHINGTON SAR level, and encourages members to donate their time in visits to Veterans Affairs facilities or other approved Veterans Affairs volunteer service activities.
- c. Committee members are appointed by their respective Chapter President. Each Chapter will provide a member to serve on the committee.
- d. The Veterans Services Committee is responsible to encourage chapters to support veterans and their families. Support includes:

- i. Visits to veterans in hospitals or nursing homes.
 - ii. Providing an outing for a veteran confined for reasons of health.
 - iii. Serving as a volunteer or providing material support to veteran's facilities.
 - iv. Providing support to families at the time of the death of a veteran by attending or participating in the veteran's funeral.
 - v. Identifying WASHINGTON SAR members who are military veterans and providing recognition to these members for their service by awarding the SAR War Service Medal or the SAR Military Service Medal to members who qualify.
 - vi. Support of and participation in the SAR Operation Ancestor Search program in coordination with local military medical facilities.
- e. *USS Stark Memorial Award*. The Veterans Services Committee administers WASHINGTON SAR participation in the National SAR *USS Stark Memorial Award Competition*. To this end, the Committee:
- i. Helps chapters understand the rules for the *USS Stark Memorial Award*.
 - ii. Encourages chapters to complete and submit a *USS Stark Memorial Award* score sheet to the Committee by January 15 for the previous reporting year.
 - iii. Encourages chapters to keep track of the cumulative contributions of each member to recognize those who qualify for the SAR Service to Veterans Medal requiring 5,000 *USS Stark* points.
 - iv. Submits entries to the National SAR in its Annual *USS Stark Memorial Award* competition for the WASHINGTON SAR and the best chapter in each of the size categories established by the National SAR. The current member-size categories for chapters are: 10 to 49, 50 to 99, 100 to 199, and over 200. The current deadline for entry in the National SAR Competition is February 1.

6. Flag Respect and Recognition Committee.

- a. The President appoints the Flag Respect and Recognition Committee Chairman, subject to the Board of Directors' approval. All chapter flag coordinators and chairmen are members of the committee.
- b. The Committee is responsible for encouraging chapters to promote appreciation and respect for the flag of the United States. In particular, it encourages chapters to promote proper flag etiquette, to educate their

members and the public about the history and symbolism of the flag of the United States, to promote Flag Day programs, and to recognize citizens and organizations who fly the flag, with a National SAR Flag Certificate. A Chapter or the WASHINGTON SAR may present a flag certificate.

- c. The National SAR Flag Certificate is presented to individuals, companies, and government agencies that fly the flag of the United States for patriotic purposes only. It is not to be given to any commercial enterprise that obviously flies the flag for advertising purposes.
- d. The Flag Committee will submit an entry to the WASHINGTON SAR for the National SAR Admiral William R. Furlong Memorial Award and Streamers on or before April 15. This award is presented annually at the National SAR Congress to state societies fulfilling the qualifications during the previous year. To qualify, each state society, and the majority of its chapters, must present during the previous year at least one National SAR Flag Certificate to a person or organization who qualifies.

7. National Congress Planning Committee.

- a. The President appoints the National Congress Planning Committee Chairman, subject to the Board of Directors' approval.

8. Membership and Strong Chapter Support Committee.

The President appoints the Membership and Strong Chapter Support Committee Chairman, subject to the Board of Directors' approval. The committee is responsible to form new chapters and to help them get chartered and sustain growth. Duties include:

- a. Assisting chapters having difficulties remaining viable.
- b. Distributing National SAR Membership Committee work projects for programs to recruit new members, and to increase retention of existing members by reducing "drops and resignations" and publicizing the results for WASHINGTON SAR officers and members. Each year the committee sets specific goals to realize these objectives.
- c. Overseeing the DAR/SAR Award program. This program directly supports the National SAR DAR/SAR Award which provides \$500 to the DAR Society recruiting the most members to the SAR. Recruiting is tracked at the national level by "DAR Finder Forms" attached to new member applications arriving at National SAR headquarters. The WASHINGTON SAR encourages this program by providing the DAR Finder Form and by awarding certificates to the top three Washington DAR Chapters recruiting new members and giving honorable mention to all Washington DAR Chapters recruiting new SAR members. The committee insures forms are made available to the Washington DAR, and on receipt of the report from the Registrar, prepares the certificates and informs the President of the contest results.

9. Eagle Scout (Arthur King) Recognition and Essay Contest Committee.

- a. The President appoints the Eagle Scout (Arthur King) Recognition and Essay Contest Committee Chairman, subject to the Board of Directors' approval.
- b. This Committee administers the Eagle Scout Scholarship, the Eagle Scout Awards Program, and the Robert E. Burt Boy Scout Volunteer Award, and maintains continuing liaison with the leadership of the Boy Scouts of America organization.
- c. This Committee has general oversight of the WASHINGTON SAR program, and reports to the Board. The Chairman may select, from the general membership, additional members necessary to assist in fulfilling his responsibilities.
- d. Chapter Presidents will appoint one member of his chapter to be the local Committee Chairman to handle BSA Council and troop activities in accordance with the guidelines, practices and procedures outlined in the National SAR "Eagle Scout Recognition and Scholarship Program Administrative Guide." The Chapter committee chairman will work with fellow Chapter committee chairmen in situations and circumstances that are beneficial to the success of the WASHINGTON SAR SAR Program. The Chapter committee chairman shall report to the Chapter President and to the WASHINGTON SAR committee chairman the Chapter's activities and outcomes.

10. George S. and Stella M. Knight Essay Contest Committee.

The President appoints the SAR George S. and Stella M. Knight Essay Contest Committee Chairman, subject to the Board of Directors' approval. All chapter coordinators and chairman for this contest are members of the committee. The duties of this committee are to:

- a. Write the rules for the WASHINGTON SAR Contest.
- b. Establish a point of contact with each WASHINGTON SAR Chapter.
- c. Encourage chapter coordinators to establish contact with local educators to support the contest.
- d. Submit a yearly budget request to support the Knight Essay contest.
- e. Each year, devise what the committee deems to be the best way to administer the Knight Essay Contest for the WASHINGTON SAR.
- f. Set deadlines for submission of essays and ensure the chapters have all the information they need to support these deadlines.
- g. Provide information to applicants at all stages of the process.

- h. Serve as liaison between the WASHINGTON SAR and the National SAR Knight Essay Contest Subcommittee.
- i. Receive and acknowledge receipt of chapter entrants.
- j. Ensure award materials are available for presentations.
- k. Ensure awards are reported to the WASHINGTON SAR Historian.
- l. Submit relevant content to the Webmaster for inclusion on the WASHINGTON SAR webpage.
- m. Report quarterly to the Board of Directors on the status of the Knight Essay Contest.

11. Daughters of the American Revolution (DAR) Liaison Committee.

- a. The President appoints the DAR Liaison Committee Chairman, subject to the Board of Directors' approval. The duties of this committee are to:
 - b. Foster a harmonious working relationship between the WASHINGTON SAR and the membership of the Washington Society DAR, support DAR activities as appropriate, arrange joint recruiting workshops, and encourage WASHINGTON SAR chapters to interact in the same way with the DAR.
 - c. Encourage Color Guard Members to participate in presenting colors at State DAR conferences.
 - d. Work with the WASHINGTON SAR Membership and Chapter Support Committee to promote and recruit new members via the DAR/SAR Award program.
 - e. Report results of committee activities quarterly to the Board of Directors.

12. Children of the American Revolution (CAR) Liaison Committee.

- a. The President appoints the CAR Liaison Committee Chairman subject to the Board of Directors' approval. All WASHINGTON SAR members who are also members of the CAR Senior State Board shall be members of this committee, together with any others appointed by the WASHINGTON SAR President with the approval of the Board of Directors. The chairman serves as the CAR liaison officer with duties as outlined in the National SAR Handbook and under the guidance of the National SAR CAR Relations Committee and the requirements of the National SAR CAR Activity Award Application.
- b. The purpose of the committee is to establish and develop communication and relationship between members of the CAR and members of the SAR. Joint SAR/ CAR activities will expose CAR members to the SAR and *vice versa*.

The CAR provides a source of future SAR members already familiar with the work of the SAR. The committee encourages:

- i. Male CAR members to join the SAR after their eighteenth birthday.
- ii. SAR members to enroll their eligible relatives in the CAR
- iii. SAR chapters and members to promote and support the work of the CAR through (a) Providing financial assistance to the CAR and (b) Compatriots serving as senior leaders in the CAR
- iv. Joint SAR/ CAR activities.
- v. SAR speakers to speak at CAR functions, and CAR speakers to speak at SAR functions.

13. ROTC/JROTC Recognition Committee.

A. The President appoints the ROTC/JROTC Recognition Program Committee Chairman, subject to the Board of Directors' approval. Duties of this committee are to:

- i. Develop and maintain a current roster of all ROTC/JROTC units in Washington.
- ii. Encourage chapters to participate in the National SAR ROTC Award Program with the ROTC Units they support.
- iii. Serve as liaison between the WASHINGTON SAR and the National SAR regarding ROTC/JROTC interests.
- iv. Write rules for the WASHINGTON SAR Recognition Program. Be responsible for relevant content on the WASHINGTON SAR Webpage.
- v. Follow the guidance provided by the National ROTC Subcommittee concerning the SAR Outstanding Cadet Program.
- vi. Develop and promote positions to support Department of Defense service requirements of the ROTC Program.
- vii. Report quarterly to the Board of Directors on the status of the ROTC/JROTC Recognition Program and provide budget requests to the Treasurer.

B. JROTC Enhanced Essay Contest.

The President appoints the JROTC Enhanced Essay Contest Chairman, subject to the Board of Directors' approval. Responsibilities include:

- viii. Writing the rules for the WASHINGTON SAR JROTC Enhanced Essay Contest.
- ix. Working with the ROTC/JROTC Recognition Program Chairman to advertise the JROTC Enhanced Essay Contest.
- x. Submitting relevant content to the Webmaster for inclusion on the WASHINGTON SAR Webpage.
- xi. Requesting chapters to inform the JROTC Enhanced Essay Contest Chairman of their Chapter winner by April 1. Forward the papers of the WASHINGTON SAR first place winner to the National SAR ROTC/JROTC Committee by May 1.
- xii. Encourage chapters to participate in the National JROTC Enhanced Essay Contest with the JROTC Units they support.
- xiii. Serve as liaison between the WASHINGTON SAR and the National SAR ROTC/JROTC Subcommittee regarding this contest.
- xiv. Report quarterly to the Board of Directors on the status of the JROTC Enhanced Essay Contest and to provide budget requests to the Treasurer.

14. Medals and Awards Committee.

The President appoints the Medals and Awards Committee Chairman, and members of this committee, subject to the Board of Directors' approval. The Committee is composed of not less than three, nor more than five, members with no chapter having more than one member. All State-level awards, except those specifically awarded under the purview of the WASHINGTON SAR President, shall first be approved by this committee. The committee may, from time to time, develop and recommend for approval by the Board of Directors, SAR awards, including medals, pins and certificates with the criteria for each award. The committee goals are to:

- a. Have an effective system to recognize and reward members for their service to the WASHINGTON SAR, and to encourage members to step forward and volunteer their services.
- b. Be fair and objective in recommending awards, and for the membership to see it this way.
- c. Follow the criteria in the National SAR Handbook, Volume V in awarding medals and certificates.
- d. The procedures to be followed:
 - i. Any WASHINGTON SAR member may nominate an individual for a WASHINGTON SAR state-level award.

- ii. Nomination for an award is to be submitted in writing (paper or electronic) to the Committee Chairman. The nomination is to include a citation detailing what the individual did to justify the award. The citation will accompany the award when presented.
- iii. The Committee evaluates the nominee to determine if the recommended award meets the criteria outline in the National SAR Handbook, Volume V, or the approved criteria for a WASHINGTON SAR state award.
- iv. The Committee determines, by majority vote, if the recommended award should be approved, changed to another medal or award, or request additional information or justification from the individual recommending the medal or award. If the award is for a member of the Committee, that Committee member must excuse himself from the deliberations and the vote.
- v. The Committee sends the nomination, and the Committee's recommended action, to the President.
- vi. For awards requiring WASHINGTON SAR approval (identified in the National SAR Handbook, Volume V), the President sends the Medals and Awards Committee's recommendation to the Board of Directors for approval. If the award is for a member of the Board of Directors, that member must excuse himself from the deliberations and the vote.
- vii. The President notifies the Medals and Awards Committee, the Secretary, and the Treasurer, of the Board's decision. The President will then notify the individual who made the original nomination, of the Board of Directors' decision
- viii. Medals and Awards Committee Chairman obtains the award from National with WASHINGTON SAR funds, or collects the funds from a chapter when a chapter is the presenter of either of the two state society medals.
- viii.
 - 1. The President signs the certificate and, if necessary, obtains signatures of other officers.
 - 2. The Secretary, or his designated representative, photocopies, or electronically scans the certificate and sends the copy to the Historian for the archives. The Secretary, or his designated representative, also notifies the appropriate National SAR office to update the national database to record the award.
 - 3. The President, or an individual designated by him, presents the award to the recipient in an appropriate ceremony.

15. Joseph Rumbaugh Historical Oration Contest Committee.

- a. The President appoints the Joseph Rumbaugh Historical Oration Contest Committee Chairman, subject to the Board of Directors' approval. All chapter chairmen of this contest are members of this committee.
- b. The Chairman administers the Rumbaugh Historical Oration Contest for the WASHINGTON SAR according to National SAR guidelines. He provides chapter Chairmen all assistance possible with current guidance to conduct a chapter Rumbaugh Historical Oration Contest and encourages chapters to conduct this contest and select chapter contestants for the WASHINGTON SAR Rumbaugh Historical Oration Contest.
- c. The Chairman ensures adequate time and space is reserved at the April Annual Membership Meeting to conduct the WASHINGTON SAR Rumbaugh Historical Oration Contest; that judges and timekeepers are designated and briefed, and prize money and awards are on hand.
- d. The Chairman ensures, with Board of Directors' approval, the WASHINGTON SAR Rumbaugh Historical Oration Contest winner, and required escort, attend the National SAR Congress to represent the WASHINGTON SAR by making all logistical arrangements, i.e. transportation, hotel, meals, per diem, etc.
- e. The Chairman provides an account to the Treasurer of all costs incurred during the contest for reimbursement/payment and inclusion in his report to the Board of Directors, 30 days after completion of the final event.

17. Annual Membership Conference Planning Committee

1. The President appoints the Chairman of the Annual Membership Meeting Planning Committee, hereinafter termed Planning Committee, no later than one year prior to the next scheduled Annual Membership Meeting, subject to the Board of Directors' approval. The Chairman of the Planning Committee should be a WASHINGTON SAR member with previous knowledge of, and experience in, planning large meetings. The purpose of this Committee is to plan and organize the activities of the Annual Membership Meeting, hereinafter termed Annual Meeting. It is desired this Annual Meeting be the one "big State event" of the year.
2. The President will also appoint a member to be Chairman of the Planning Committee for the year following the current year, subject to the Board of Directors' approval. The objective of appointing a future Committee Chairman is to secure a venue location at least two years in advance and offer a learning opportunity to the future Chairman.
3. The Planning Committee consists of the Chairman, the State President, the State Vice President, the State Secretary, the State Treasurer, the State Color Guard Commander, and the future Chairman of the Planning Committee appointed to plan next years' Annual Meeting.
4. The Planning Committee selects the date and place to hold the Annual Meeting.

5. Dual Chairmen. The Chairman of the Planning Committee and the Chairman of the SAR Pacific District Meeting Planning Committee may be, but is not required to be, the same person. This may occur only when the Board of Directors decides to hold the Annual Meeting in concert with a Pacific District Meeting, and only when said Pacific District Meeting takes place in Washington State.

6. The Planning Committee Chairman may appoint as many Compatriots to this committee as he deems necessary. He may ask a Chapter closest to the location of the place selected to hold the Annual Meeting, to host the Annual Meeting, and that Chapter's President, or his appointee, will be a member of this committee.

7. The Planning Committee is responsible to:

a. Select an appropriate venue to hold the Annual Meeting and sign the contract with the facilities management.

b. Confer with other Washington SAR Committees to ascertain where their activities will fit in to the overall meeting agenda.

c. Select menus for meals and banquets.

d. Arrange for training sessions and meeting rooms in which to hold them.

e. Develop a registration form and determine attendance fees.

f. Send Registration forms and fee requirements to Washington SAR members, via e-mail or U.S. Mail.

g. Develop a program and agenda.

h. Ensure all NSSAR and Military protocols are followed.

i. Set aside a meeting time and place for the Washington SAR Ladies Auxiliary and the Society of the War of 1812.

j. Plan Ladies Events or Tours.

k. Determine raffles and cost of raffle tickets.

l. Collect the money.

8. The Chairman will, within 30 days of the end of the Annual Meeting, submit to the Board of Directors a final comprehensive report to provide as follows:

a. The number of members attending from each Chapter.

b. The number of spouses and guests attending.

c. A line by line itemized income and expense reconciliation.

d. A profit and loss statement.

e. Recommendations to enhance future meetings.

PART 7

WASHINGTON SAR Website

1. The President appoints the WASHINGTON SAR Webmaster, subject to the Board of Directors' approval.

2. The WASHINGTON SAR Website, herein called the Website, is supervised by the WASHINGTON SAR Webmaster. He is responsible to maintain the domain names and maintain and monitor the Website for accuracy and appropriateness. He reports regularly to the Board of Directors on the Website status.

3. Each chapter should have a webmaster to maintain the chapter's own website and/or the portions of the Website devoted to the respective chapter. Chapter webmasters are ex-officio assistants to the WASHINGTON SAR Webmaster to assist him in his duties and will have editing rights to the Website.

4. The Website will operate within the following guidelines:

- a. The public portion of the Website is available and searchable by anyone in the world with Internet access, not all of whom have innocent intent. Care must be given in what information is made available to the general public.
- b. The members-only portions of the Website should be used to maximize communication with and among WASHINGTON SAR members.
- c. Personal contact information such as telephone numbers and email addresses are not to be posted on the public portion of the Website.
- d. Passwords to the Website should not be shared with anyone without appropriate access rights. The Webmaster will require passwords to be changed at least every six months.
- e. Chapter minutes and newsletters containing personal or sensitive information are not to be posted on the members-only portions of the Website. Discussions and correspondence between Board of Directors members outside of Board of Directors meetings need not be posted on the public portion of the Website.
- f. If a chapter chooses to maintain a website separate from the WASHINGTON SAR Website, that website will not be searchable from within the WASHINGTON SAR Website. The chapter website should have a clear and prominent link to the WASHINGTON SAR Website and the WASHINGTON SAR Website will have a link to the chapter website.
- g. If chapters or individual members maintain Facebook or other social media sites for SAR activities, these sites are beyond the control of the WASHINGTON SAR, and the WASHINGTON SAR is not responsible for postings on these sites. These sites should specifically state they are not

official WASHINGTON SAR sites and they should refer to the official WASHINGTON SAR Website.

PART 8

Membership Actions

1. Members once proven, are members for life, however they may be “dropped”, placed in an inactive status for failure to pay dues. There are many actions that are available to the Washington SAR secretary to support the needs of the membership. These include Reinstatements to Active membership, Transfers in and out of Societies and Dual Memberships. All the actions are addressed in the SAR Hand Book Volume 3 pages 1 thru 5. All Actions have a form available in the Forms section of the National Website. All the actions described below will be acknowledged by an e-mailed transmittal from National, the Washington SAR will forward a copy of the transmittal to the Chapter Secretary.
 - a. Reinstatement is required when a member fails to remit their dues by 31 December. The member may return to active member status by paying his dues, The Washington SAR must Complete a Reinstatement Form and a transmittal to submit to national with a Check for the Dues. The Chapter Secretary request the forms be completed by the Washington SAR. The forms are provided in PDF format and every effort to complete all actions by internet should be used.
 - b. Transfer- Reinstatement is used when a member has moved to a new location without completing the request for a transfer. This allows the Society to reinstate the member without prior chapter approval. The forms required are the Transfer - Reinstatement form, the payment of all current dues National, State and Chapter. The Washington SAR submits the form, a transmittal and the National Dues.
 - c. Members transfer in and out of the society due to changes in their lives, these are easy to do and strongly recommended for those members that are moving to ensure they continue a meaningful SAR membership. The transfer form requires the signature of both Secretaries or Registrars and should be completed by e-mail.
 - d. Dual Memberships enables a member to remain a member of their original Society and join a society in their new home. The form is found in the SAR handbook and is submitted by the Washington SAR. Members in a dual status must pay their National dues in their home society and pay state and Chapter dues in both.
 - e. Deaths are reported as soon as the information is available using the Compatriot Death Report Form.
2. Annual Dues Collection

- a. The Washington SAR will provide each chapter a copy of their Membership book in June of each year. The Chapter will verify the membership Book and provide correction to the Washington SAR.
- b. The Washington SAR will calculate each member dues and provide a spread sheet to each chapter for dues collection in mid-September. New Members and members reinstated after 1 September are paid members in the new year.
- c. Chapter secretaries will provide a completed collection spreadsheet and a check for all Collected National and State dues on the first business day of the new year.
- d. The Washington SAR will prepare and submit the reconciliation report to National by 31 January.
- e. When the reconciliation report is completed with National the Washington SAR will provide each Chapter with the Updated membership Book.

PART 9 Member Suspensions

1. The WASHINGTON SAR has authority to suspend or expel any member of the WASHINGTON SAR for behavior or actions detrimental to the WASHINGTON SAR. The subject member will be given a two-week notice in writing of the proposed action by the Board of Directors. The member has a right to appeal to the Board. The final decision by the Board, to become effective, must be approved by two-thirds of the Board members present, and only if a quorum is present.
2. The member has appeal rights as defined in National By-Lay 33 and will be advised of that right at the time of suspension.

PART 10 Youth Activities Monetary Awards

The WASHINGTON SAR provides monetary awards to winners of various SAR Youth Award programs based on the following principles and Table:

- a. Provide larger monetary awards for those programs in which the WASHINGTON SAR is particularly interested.
- b. Set monetary awards at an amount that will encourage Washington teachers and students to learn more about the Revolutionary War period.
- c. When an award amount is changed, the Secretary is authorized to change the below Table without further Board action.

Award	National SAR			WASHING TON SAR Award
	First	Second	Third	

Joseph Rumbaugh Historical Oration Contest	\$4,000	\$2,000	\$1,000	\$500
George S. & Stella Knight Essay Contest	\$5,000	\$2,500	\$1,000	\$500
Enhanced JROTC Essay Program	\$2,000	\$1,000	\$500	\$500
Arthur & Bernadena King Eagle Scout Scholarship	\$10,000	\$6,000	\$4,000	\$500
Americanism Middle School Brochure Contest	\$200	\$150	\$100	
Americanism Elementary School Poster Contest	Cash Award	Cash Award	Cash Award	\$50
Tom & Betty Lawrence American History Teacher Contest	Seminar w/value \$1,400	N/A	N/A	

PART 11 Chapter Guidance

1. Each Chapter will submit a written report to the WASHINGTON SAR Secretary by January 15 naming all Chapter Officers for that year. Each Chapter will promptly inform the Secretary of the change of address or death of Chapter members.
2. Each Chapter determines its own annual Chapter dues.

The Chapter Treasurer will collect from their members the National SAR and WASHINGTON SAR annual dues as stated in the Fees and Dues Table and submit those dues to the Secretary no later than the first business day of January with the completed spreadsheet for dues collection and a check to the State Treasurer.

3. Each Chapter writes its own bylaws, assisted by the Membership and Strong Chapter Support Committee. Chapter bylaws will remain consistent with the policies and procedures of the WASHINGTON SAR and the National SAR.
4. A member will be assigned to a Chapter nearest his residence, or to a Chapter he requested in writing. There is no member-at-large category.
5. New Chapter Formation: When 15 or more members of the WASHINGTON SAR reside in the same locality and decide to organize a new Chapter, they will present a written request to the Board of Directors for a Charter. Awarding the Charter to the new Chapter will be at a special ceremony as outlined in the National SAR bylaws.

PART 12 National Congress Participants

There are three classes of Congress Attendees, Trustees, Delegates and attendees.

Trustees and Chapter presidents are delegates; however, Trustees have a different vetting process as defined below.

1. The procedure for selecting the Washington SAR National Trustee and Alternate National Trustee are frequently misunderstood. National guidelines, duties, and responsibilities for the National Trustee may be found in the National Handbook, briefly summarized here.
2. The National Trustee and Alternate National Trustee are National Positions.
3. The positions of National Trustee and Alternate National Trustee are voluntary and receive no compensation. They serve for one calendar year, starting and ending at National Congress, from July to July.
4. Each State Society will provide one nominee for National Trustee to represent their State at National Board of Trustee meetings. Each State Society is also entitled to nominate one Alternate National Trustee to function only in the absence of their National Trustee.
5. If a State Society does not provide a nominee to be elected as its National Trustee, the State President is required to fill the position, stand for election at Congress, be sworn by the Chancellor General, and serve the required term in addition to his State obligations.
6. Both National Trustee and Alternate National Trustee are elected only at National Congress by the assembled delegates and sworn by the SAR Chancellor General before taking office.
7. Both National Trustee and Alternate National Trustee are required to sign the National Attendance Sheet when attending Congress, and the Fall and Spring Trustee meetings. Both National Trustee and Alternate National Trustee are required to sign the National Conflict of Interest form when attending Congress, and the Fall and Spring Trustee meetings.
8. At National Board of Trustee meetings, if both the National Trustee and Alternate National Trustee attend, only the National Trustee is allowed to vote. The Alternate National Trustee must sit in the non-voting section.
9. State Societies whose National Trustee and Alternate National Trustee are both unable to attend a National Board of Trustees meeting may not identify a third individual to take over as National Trustee. Service as National Trustee is specific to the person elected at Congress. The State President may not represent his state as National Trustee unless elected at Congress and sworn by the Chancellor General as the named National Trustee.
10. Vacancy in office of the Washington SAR National Trustee.
 - a. If the Washington SAR National Trustee should die in office, resign, or vacate the office for any reason, the Washington SAR Secretary promptly reports this to the National Society, and the office of Washington SAR National Trustee will remain vacant until the next National Congress.
 - b. The Alternate National Trustee does not automatically become the National Trustee when the National Trustee office is vacated; however, the Alternate National Trustee is expected to fulfill the obligations of the vacant National Trustee office until a new National Trustee is elected and sworn at the next National Congress.
 - c. A member, although previously sworn as Alternate National Trustee, has not been officially sworn as National Trustee. Any new National Trustee nominee, regardless if he has already been an Alternate National Trustee, has to go through the process

of being nominated by his State, then being reported to National as a Nominee, then attending Congress to be officially elected and sworn as the National Trustee.

11. Selecting the Washington SAR National Trustee.

a. This is an annual process taking place in April at the Washington SAR Annual Membership Meeting.

b. Prior to the Annual Membership Meeting the Washington SAR Nominating Committee recommends candidates for National Trustee and Alternate National Trustee and presents this slate of candidates at the Annual Membership Meeting. Candidates for National Trustee and Alternate National Trustee may also be nominated from the floor at the Annual Meeting. According to the National Handbook, it is normal procedure, but not required, that the immediate former State President serve as National Trustee, and that the office is frequently rotated. Regardless of the nomination procedure effected by a State Society, primary consideration should be given to a nominee's readiness, willingness, and ability to attend and participate in meetings of the National Board of Trustees.

c. At the Annual Membership Meeting the membership chooses their candidates for National Trustee and Alternate National Trustee. These candidates now become Nominees. The Washington SAR Secretary forwards the names of the Nominees for National Trustee and Alternate National Trustee to the National Society no less than 30 days prior to National Congress.

d. Nominees for National Trustee and Alternate National Trustee are elected at Congress by the assembled Congress Delegates and sworn to office by the SAR Chancellor General.

14. Delegates

- a. Are Credentialed members from the Washington SAR with voting rights at the National Congress as defined by National By-law 23.
- b. The Washington SAR is allowed one member at large and one member for each 50 Members of the Society. The Washington SAR will solicit via the Chapter Secretaries, members who wish to attend Congress as a voting Delegate. The list will be provided to the board of directors for approval. When approved the Secretary will prepare the Credentials for the President Signature and submit the complete application to National.
- c. Participants are members that wish to attend Congress without voting responsibilities. All members are encouraged to attend the Congress.

Part 13 Annual Membership Conference

1. The WASHINGTON SAR Annual Membership Conference, hereinafter termed Annual Conference, is where all members of the Washington SAR are invited to gather in one place at a certain date and time for camaraderie, fellowship, training, and to conduct what business may be necessary by the entire membership.

2. This Annual Conference is a separate activity required by Washington SAR bylaw and should not be confused with the SAR Pacific District Meeting or the WASHINGTON SAR Annual Conference of the Board of Directors.
3. The Annual Conference is required to be held in the State of Washington in the spring of each year, preferably in April. The Annual Conference location is to be held on the east side of the state in even-numbered years and on the west side of the state in odd-numbered years.
4. The Annual Conference should not conflict with the annual convention of the Washington State Society, Daughters of the American Revolution (WSSDAR), nor be held within two weeks of any Pacific District Meeting, unless the Board of Directors decides to hold the Annual Conference in concert with a Pacific District Meeting, and then only when said Pacific District Meeting takes place in Washington State.
5. Certain Washington SAR business is “required” to be conducted only at the Annual Conference, and that is:
 - a. Nominating candidates for Washington SAR National Trustee and Alternate National Trustee. (Annual requirement)
 - b. Nominating a candidate for SAR Pacific District Vice President General. (Annual requirement)
 - c. Electing Washington SAR State officers. (Biennial requirement)
 - d. Installing newly elected Washington SAR State Officers.
 - e. Washington SAR bylaw amendment considerations.
 - f. Changing of the Washington SAR Color Guard Commander.
6. When possible, State Educational Essay Contest winners will be invited to attend the Annual Conference and read their essays; this includes the Knight Essay Contest winner, the JROTC Enhanced Essay Contest Winner, and the King Eagle Scout Essay winner.
7. The Washington SAR President will be the presiding officer at the Annual Conference. If there is to be a banquet, he may appoint a Master of Ceremonies.
8. The Annual Conference is not meant to be a fund-raising project for the State; however, fees and raffles, when required, are intended to help ensure the meeting cost “breaks even.”

Part 14

Template for Washington SAR Annual Conference

1. Preliminary Action Items:

2. The State President requests a Washington SAR Chapter to Host the Conference at least 18 months prior to the Conference.
3. The Conference Planning Committee, herein after called the Committee, will consist of the State Vice President, the Host Chapter President (or his appointee), the Color Guard Commander, and others the Committee Chairman deems necessary.
4. The State President activates the Committee at least 18 months prior to the Conference. He appoints a Committee Chairman unless the Host Chapter desires to chair the Committee.
5. The Committee will secure a hotel for the Conference, sign all required contracts, and make deposit, with check from the State, if required. The selected hotel must have a restaurant, elevator, and at least three (3) meeting rooms of adequate size for Conference activities.
6. Conference Schedule Development:
7. The Committee determines the schedule for all days and all events, keeping in mind the Annual Member Meeting is the number one priority activity, the Board of Directors Meeting is the number two priority and the semi-formal dinner is the number three priority; activity numbers as follows:
8. The Conference schedule will include the following: 1. 3 hours for a meeting of the Board of Directors; the meeting room to be set with tables in a "U" shaped configuration, with seating for 18, and extra chairs for interested members. This meeting is to be held prior to the Annual Member Meeting. 2. 3 hours for a meeting of the Washington SAR membership, herein after called the Annual Member Meeting, with head table seating for 3 and theater seating for 100. Washington SAR Administrative Procedures will be followed regarding electing and installing State officers and selecting candidates for National office.
9. 1 hour for a meeting of Chapter Presidents and Vice Presidents. 4. 1 hour for a meeting of Chapter Secretaries and Treasurers. 5. 1 hour for a meeting of Registrar's, open to all members for procedures on regular applications and supplemental applications. 6. 1 hour for a meeting of the Ladies Auxiliary. 7. 1 hour for a meeting of the Color Guard, and 30 minutes preparation time before any meeting at which they will be posting colors. 8. 1 hour for a meeting of the War of 1812 Society if requested by them and there is time in the schedule. 9. 1 hour for a meeting of the Pacific District SAR, when held in Washington. 10. Four (4) 1-hour time periods for chapter development training and other Revolutionary era related presentations. At least ten (10) minutes is to be built-in to each time period in order to clear the room and set up the room for the next meeting or presentation. 11. An informal dinner the first night of the Conference, normally Friday, with a social gathering starting a 5:30 p.m. and dinner at 6:30 p.m. "Light" entertainment may be scheduled with the total function to end about 9 p.m. 12. A lunch on the second day of the Conference, normally Saturday, from noon to

1:15 p.m. State-level medals and awards may be presented at this time. 13. A one (1) hour respite is to be scheduled directly before the #14 semi-formal dinner specifically for the ladies to have time to dress in their finery and perhaps the gentlemen too. 14. A semi-formal dinner, normally Saturday, with a social gathering starting at 5:30 p.m. and dinner at 6:30 p.m. Attire desired for this occasion is Blazer and tie, or Regimental Uniform or hunting frock. National-level medals and awards may be presented at this time. One keynote speaker only, usually the visiting National officer. This function to end about 9 p.m. 15. 30 minutes for a meeting the next morning, usually Sunday, to assess the Conference successes and areas of improvement.

10. No other activities are to be scheduled at the same time as activity #2, #11, #12 and #14. Activity #6 could be held at the same time as activity #1. Activities #3, #4, and #6 may be held concurrently (at the same time as each other) in different rooms.
11. Presentation of State medals, awards and certificates may be made at the second day (Saturday) lunch, activity #12, or at the Annual Member Meeting, activity #2.
12. The Committee may select a Master of Ceremonies for the semi-formal dinner, activity #14, and will have creative license to develop the program script.
13. The Committee decides the events at which the Color Guard will post and retire the colors.
14. The Committee determines the registration fee, donation levels, meal costs, and fund-raising events (if any).
15. The Committee will ensure a registration form outlining the fees, meal costs, meal selection, and hotel information, is offered to the membership no later than 10 January.
16. It is recommended any fund-raising event be limited to one (1) high value item (such as a musket) that members will want and be willing to pay at least \$5.00 per drawing ticket, or 5 tickets for \$20.00.
17. The Committee ensures the Washington State DAR Regent, in office at the time of the Conference, is invited to the Conference. The cost of a room (1 night), and meal for the second night and flowers for her room will be funded by the Conference.

18. The Host Chapter sets up and staffs a Registration Table for the Conference. Conference Registration is to be open one (1) hour prior to the Board of Directors meeting and remain open and staffed until the start of the social hour on the first day; re-open and staffed at 8 a.m. on the second day and close about 3 p.m. The Host Chapter will dismantle the Registration Table.
19. The Committee determines the making of name tags and welcome packages (if any).
20. The Committee determines the number of display tables requested. No more than two (2) display tables per Chapter, and one (1) display table for the Ladies Auxiliary. Display tables should have a sign on them indicating the table is "reserved" for a particular Chapter or risk losing claim to the table. The Committee determines the information and agenda for the program, and has the program printed and available for the attendees at the Registration Table. A cutoff date for receiving program information is 14 days prior to the date the Registration Table opens.
21. National SAR Officer Attendance:
 22. If a National SAR officer is desired to attend the Conference, he should be invited as soon as possible because National SAR officers receive numerous invitations to attend SAR functions across the country. If the name of a desired National SAR officer is known prior to the July National SAR Congress, the invitation should be made as soon as possible.
 23. The State President, after learning the name and title of the desired National SAR officer, should promptly review the National SAR Handbook, Volume IV "Request for Visit by the President General" for guidance in this matter and make required contact at National.
 24. The State President also invites the Pacific District SAR Vice President General.
 25. The State President, or the Pacific District Vice President General will communicate with the travel coordinator at National SAR for travel arrangements for the highest ranking National SAR officer (and spouse if accompanying the National officer), to attend the Conference.

26. The Committee will reserve an Executive Suite for the invited visiting National officer (and spouse if accompanying the National officer), and ensure flowers are in the suite upon arrival. The Committee will also arrange transportation for the National officer and his party from the airport to the hotel, and return to the airport, if requested by the National officer. The Committee will also provide for an appropriate gift to the National officer to be presented at the conclusion of his keynote address.
27. The cost of room and meals for the visiting National officer (and spouse if accompanying the National officer), will be funded by the Conference. The total amount for flowers and gifts together is not to exceed \$200.

PART 15 AMENDMENTS

A policy and procedures manual are intended to be a vital and living document. To be useful, it should be reviewed and updated from time to time to ensure that it continues to reflect best practices for the organization. Because it is not considered a binding organizational document, it may be amended at any time upon the simple approval or ratification of the Board of Directors.

If you have questions about any of these policies or procedures, please contact the current officers and/or directors of SAR.